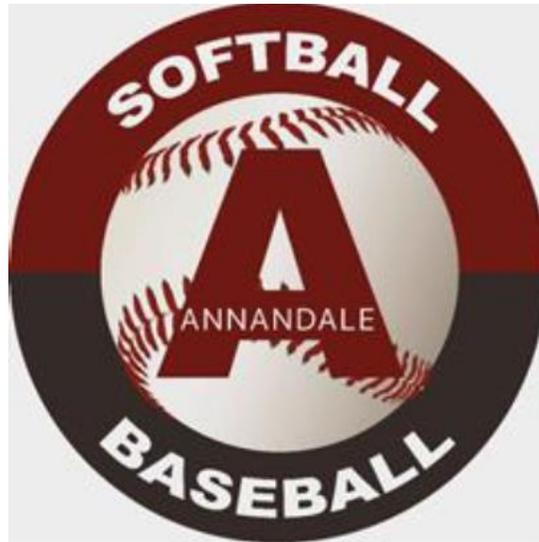


# Annandale Baseball/Softball Association



**Member Handbook**

## **Mission Statement**

Annandale Baseball/Softball Association(ABBSB) shall promote, sponsor, provide facilities for, and organize a program dedicated to recreation, sportsmanship, and excellence in baseball and softball for youth in ISD #876, and surrounding communities. Each participant shall be given the opportunity to compete at the level best suited to aid in the development of his or her individual physical and mental qualities. It shall be the responsibility of every member to promote a fun, fair baseball/softball environment that develops respect for others, self-confidence, leadership and teamwork in all the student athletes.

## **Philosophy**

ABBSB, as a member of various baseball and softball leagues, and a subscriber to these organizations will follow the philosophy and guidelines as set forth by these organizations.

Through ABBSB, our goal is to emphasize the educational and recreational values of baseball and softball. These guidelines are directed at children participating in ABBSB but must be implemented by coaches, officials, parents and administrators to ensure that these philosophies are upheld.

The commitment to a ABBSB team should take a secondary role to family, church, and school obligations. There must be a mutual respect to all of the following Parents, Coaches, Players, and Umpires.

Players, coaches, and parents must realize that coaching is teaching and that perfection is not possible, but is something that you strive toward. Coaches, players, and parents giving their best effort are the keys to success.

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## **Annandale Rec Park and, other Facilities Used**

The Annandale Rec Park is owned and operated by a Joint Powers Board consisting of the City of Annandale and the Annandale School District. It is funded and maintained through income generated from rentals and local tax dollars and improvements are made to the Rec Park by various other community service groups and the Annandale Baseball/Softball Association, with approval from the joint powers board. City Park and Big Woods Field are owned and maintained by the city of Annandale. All other fields used are owned by the Annandale School District. All these fields are scheduled for Community use through Annandale Community Education. Safety is one of the primary concerns. Parents are asked to help keep all the facilities safe for the children by being aware of their children's activities. For the enjoyment and safety of all patrons, no one may play with bats and balls around other people except in the designated ball playing areas of the fields or by the batting nets by the Varsity and JV Baseball Fields, the Varsity Softball Field, and Big Woods Batting Cage. This means no Soft-toss batting practice into ANY of the chain link fences surrounding any of the fields. Anyone caught intentionally damaging any of the facilities will be expected to pay for the repairs.

## **Association History and Organization**

ABBSB is a 501(c)3 organization, that follows all applicable laws as prescribed by this designation. It is a completely volunteer run organization that has no paid board or operating staff. All revenue generated by ABBSB are used to further the baseball/softball experience for all member families and the surrounding communities. Membership in ABBSB is on a per family basis, regardless of the number of players in the family. A registered ABBSB Association member is a person who has registered their child with ABBSB for the current season. The current season is defined as approximately a one-year time period beginning from the date the child is registered until the next season's registration. A registered ABBSB member in good standing is a person who has paid all of their financial obligations owed to ABBSB for the current season. ABBSB has a monthly newsletter that is the official communication for the Association. Included in the newsletter is the record of all proceedings of the monthly Board meetings, and vision of schedules, clinics, tryouts, team news, elections, and other related items of interest to the ABBSB players and parents. Notification will be sent to all member families once a month via e-mail that the newsletter has been posted to the ABBSB web site at [www.annandalebbsb.org](http://www.annandalebbsb.org). Annandale Baseball/Softball Association is designed primarily for players residing and/or enrolled in ISD #876 to allow for continuity for teams and teammates throughout the progression of the ABBSB program. No other baseball/softball Association may be created or operated with ISD #876 without all of the following:

- A written request submitted in person to the ABBSB Board of Directors to create and operate another baseball or softball association within ISD #876.
- The Written request must be approved unanimously by the ABBSB Board of Directors.

*Since this specific guideline requires unanimous approval by the ABBSB Board of Directors, any changes to, or removal of this guideline will also require unanimous approval by the ABBSB Board of Directors.*

## **Board of Directors**

A Board of Directors govern the Association. Four of these Directors hold the following Offices: President, Vice-President, Secretary, and Treasurer. Directors are elected to a three-year term by the ABBSB member elections held in August. You can only be elected to 2, three-year terms consecutively before taking at least one year off from the board of directors before running again. The Directors at the October Board of Directors meeting elect officers to one-year terms. The areas of responsibility for Officers and Directors are published in the Bylaws of the Association and are included in the back of this handbook.

## **Board of Directors Meetings**

The Board of Directors meets the 2<sup>nd</sup> Sunday of each month at 7:00pm throughout the year. The general membership is welcome and encouraged to attend all Board of Director meetings. A two-week notice to the President is requested for time on the agenda. The current meeting place will be posted in previous meetings minutes. Meeting notices are also published in the monthly newsletter.

## **Board of Directors Participation**

The Board of Directors may make revisions and additions to this handbook, as they deem necessary. All changes made will be published in the monthly newsletter. The Board of Directors shall be committed to the Guidelines and Bylaws written herein. The Board of Directors shall be responsible for enforcing them as they are written. The Board of Directors shall impose penalties and/or punishment, as they deem necessary in each situation, even if it means dismissal of a Board Member, coach, or player from the program.

Their decision shall be FINAL pertaining to the ABBSB program. Not with-standing the authority granted to coaches in this handbook for player discipline, only the Board of Directors may impose penalties and/or punishment of another member or player.

## **Finances**

### **Costs**

The goal of the ABBSBA is to provide the best program at the most reasonable cost to participants. The Association is a non-profit organization. All money comes from the members through registration, team fees, fundraisers, corporate donations, and concession profits. All monies are re-invested back into the association by purchasing needed equipment to maintain the fields and to provide the best possible experience for all the players and fans that come to our city facilities.

Registration fees will be evaluated and determined annually by the ABBSB Board. Registration Fees are paid at the time of sign-ups. This fee pays for Associations fees to the leagues, insurance, team evaluation process, Umpires, Debt Retirement, Tournament entry fees, field maintenance, equipment updates and so on.

### **Refunds**

Refunds of Registration Fees, can be requested if a player decides not to play prior to notification of team placement. Once a player has been assigned a team and is notified of that team no refund shall be granted unless the matter is heard by the entire Board of Directors and a unanimous vote to approve refund is granted. Certain Circumstances due to season ending injuries will be considered depending on when the injury occurred. These situations will be taken on a case by case basis and any refunded amount will be decided on by the Board of Directors. The family requesting refund will be notified with-in 24 hours of the board decision.

## **Failure to Pay Fees**

Failure to pay the fees required will result in removal of the player from the field and possible removal from the team roster. All previous year's fees must be paid in the full before the player will be allowed to participate in the current year's program. Parents will be notified prior to any action occurring with the player. Notification will involve both an email and phone contact, that was provided at registration. All balances not paid in full by May 1<sup>st</sup> of current season will incur a 5% monthly finance charge until paid in full.

If a player is unable to make their fee payments due to sudden financial hardship they must contact a ABBSBA Board member for an outline of options. Some options may be, but not limited to following examples. Lower monthly payments, Financial Support from Association, required to complete volunteer time in concession stand or other needed avenue of help by association.

## **Financial Support**

The Board of Directors may establish an account to provide partial scholarships and financial aid assistance to qualified players. The Board of Directors will provide the available dollars in the annual budget. Scholarship and financial aid forms must be submitted to the President of the Board of Directors by April 30<sup>th</sup> of current year. Requests will be approved by the ABBSBA Board of Directors regular May board meeting. Any emergency request for financial aid after April 30<sup>th</sup> will be reviewed on a case by case basis by the Board and voted on at the next possible meeting. All requests for financial aid will remain confidential. Financial assistance is intended to help a family out in troubled times and is not to be used as an annual subsidy. Financial assistance will be limited to up to two years per family. A family who receives financial assistance may be required to work additional volunteer shifts as determined by the Board.

All money donated by any business, person, or entity to ABBSBA and not specifically ear-marked for a particular player or players will be deposited into the general fund. There are no restrictions upon any player or family from seeking donations or contributions for their own player. A family who seeks donations for themselves may not do so in the name of ABBSBA.

## **Hosted Tournaments**

During the season ABBSBA hosts invitational Baseball and Softball Tournaments as selected by the Board of Directors prior to the start of the season. Proceeds from the tournaments go directly into the general fund of the Association and help offset the costs for every player. All families are required to volunteer to make these hosted tournaments a success. The Association will also attempt to host League sponsored tournaments to showcase our city and facilities to others, volunteers will be required to help with field prep and maintenance before, during and after the tournament. Working in concessions to make sure properly staffed. All Tournaments hosted will be posted on the website and included in the monthly newsletters as they are determined by the Board of Directors.

## **Codes of Conduct**

### **General**

This Code is not intended to be an all-inclusive list of Association rules concerning player behavior. Players/Parents/Coaches registered to play on a team under the authority of the Annandale Baseball/Softball Association are expected to conduct themselves in a manner that is respectful of others and reflects positively on the association of the Annandale community. All representatives of ABBSBA are expected to use good judgment

and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings, and the core values of our associations which are listed below.

1. **Sportsmanship**—Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. We will foster friendship with teammates and opponents alike.
2. **Respect for the Individual**—Treat all others as you expect to be treated.
3. **Integrity**—We seek to foster honesty and fair play beyond mere strict interpretation of the rules and regulations of the game.
4. **Pursuit of Excellence at the Individual, Team, and Organizational Level**—Each member of the organization, whether player, volunteer, staff, or parent/guardian should seek to perform each aspect of the game to the highest level of his or her ability.
5. **Enjoyment**—It is important for the game experience to be fun, satisfying, and rewarding for the participant.
6. **Loyalty**—We aspire to teach loyalty to the ideals and fellow members of the sports of baseball and softball
7. **Teamwork**—We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the baseball/softball experience.

## **Player's Code of Conduct**

Consistent with the Association's core values, each and every player registered with the Association should:

- Play for fun.
- Work hard to improve your skills.
- Be a team player-get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time for all practices and games.
- Learn the rules of the game and play by them. ALWAYS be a good sport.
- Respect your coach, your teammates, your parents, opponents, and Umpires.
- Never argue with an Umpire's decision

## **Parent's Code of Conduct**

- Remember that the game is for the players and not the adults
- Encourage your player to have fun and teach them that striving to win is more important than a victory.
- Kids play ball for fun. Accept any mistakes as part of their learning, as they are playing for their enjoyment not yours.
- Be a positive role model for your player and encourage sportsmanship by showing respect, courtesy, and positive support to all players, coaches, and officials.
- Let the coaches coach, refrain from yelling instructions from the stands.
- Do not question, discuss, or confront the coach's during the game.
- If you disagree with a coach's decision, take time to speak to the coach after the game or at a time/place agreed upon and attempt to resolve the matter amicably.
- Recognize the value and importance of the volunteer coaches giving of their time and effort to provide a safe and fun environment for your player to be on the diamond.

- Accept that players will have different field positions and spend time on the bench as baseball/softball is a team sport.
- Provide a sports environment that is free from drugs, tobacco, and alcohol and will refrain from their use at all games.
- Unsportsmanlike behavior such as profanity, obscene gestures, taunting, or any other offensive language or behavior from parents, players, coaches, or spectators is not acceptable under any conditions.
- Understand and respect the differences between parental roles and coaching roles. As a parent responsible for my child's development, I will leave the coaching to the coach
- will encourage my player to take ownership and be responsible for their baseball/softball experience.

## **Coaches Code of Conduct**

- place the emotional and physical well-being of my players ahead of any personal desire to win.
- remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- do my very best to provide a safe playing situation for my players
- promise to review and practice the necessary first-aid principles needed to treat injuries to my players.
- do my best to develop each player as much as possible within the limits of their physical and mental abilities.
- do my best to organize practices that are fun and challenging for all my players
- lead, by example, in demonstrating fair play and sportsmanship to all my players. Cursing has no place in our program. Under no conditions will I verbally or physically abuse a player, parent, or Umpire.
- ensure that I am knowledgeable in the rules of each sport that I coach, and that I will teach these rules to my players.
- use those coaching techniques appropriate for each of the skills that I teach.
- maintain team discipline and take reasonable measures to enforce violations of team rules. I will follow the discipline policy as stated in this handbook.
- praise my players and offer constructive criticism.
- be accessible to players and parents on a reasonable basis to discuss the player's progress or lack of it, or to clear up misunderstandings.
- Strive to keep post-game meetings with players short, constructive, and in a general nature.
- not use drugs and alcohol before or during games and practices, nor will I use tobacco while on the field.
- remember that I am a youth coach, and that the game is for the kids and NOT for the parents or coaches.

## **Annandale Baseball/Softball Sportsmanship Agreement**

At registration, players and parents/guardians will be asked to abide by the following agreement.

### **We are in agreement:**

- That it is a privilege, not a right, for our children to play baseball/softball
- That sportsmanship and fair play are essential to the sports of baseball and softball
- That sportsmanship and fair play are the most important skills that our children can possibly learn from playing baseball and softball
- That, because kids learn by example, parents and coaches need to exemplify the highest level of sportsmanship and fair play. It's a game for the KIDS.

### **THEREFORE, we agree as follows:**

- **SPORTSMANSHIP:** That we will dedicate ourselves to serve as good examples of sportsmanship and fair play in all of our dealings with coaches, umpires, and others associated with youth baseball/softball.
- **UMPIRES:** That, recognizing that no one is perfect, we will refrain from vocal criticism of umpires and trying to influence a call during a game and instead, will use only the formal process established by ABBSBA to voice our criticism in a constructive way on Umpiring issues.
- **GRIEVANCE PROCESS:** That we do hereby agree to follow the rules set forth by Annandale Baseball/Softball Association and any Leagues/Tournaments that our teams participate in. We agree to honor the rulings of the Governing Bodies of said associations. We specifically recognize that the sanctions that can be imposed against us include being restricted from participation as a spectator. We recognize that our child may be restricted from participation in events for his or her misconduct and/or for our misconduct as parents.
- **DISCIPLINE PROCESS:** Will be treated on a case by case depending on the situation, All board decisions are final. Guidelines may be deviated from based on situation.

## **Player Discipline**

**First Offense:** Upon notice, the Head Coach will warn the player and keep a record of the offense, the player's name and the date. The Head Coach has the prerogative to warn/bench the player for an inning, the rest of the game or send the player home, depending upon the severity of the offense.

**Second Offense:** Upon notice, the Head Coach will bench the player for the rest of the game, or send player home and suspend the player for the next game. The player's parent(s)/guardian(s) will be informed by the Head Coach of the offense and the reasons for any penalty levied. The Head Coach will notify the President/Group Coordinator of the offense and documentation will be kept of the incident and also reported to the board at the next meeting.

**Third Offense:** Upon notice, the Head Coach will suspend the involved player, and notify the President/Group Coordinator of the Third Offense. The President/Group Coordinator will notify the ABBSBA Board and request a hearing to consider removing the player from the team. The President/Group Coordinator will contact the parent(s)/guardian(s) of the incident and the process that remains. The ABBSBA President will call a special meeting of the ABBSB Board, and invite the player and their parent(s)/guardian(s), and the coach. During the meeting, all participants will have an opportunity to share information. A vote will be conducted to consider a motion to remove the player from the team. If the player is removed from the team, the ABBSBA President will file a report with the board that details the process and explains the reasons for removal, and notify the parent(s)/guardian(s) via registered mail of the removal and provide the supporting reasoning for the Board's decision. Any player that is removed from a team pursuant to this policy may apply for reinstatement in any subsequent season.

## **Coach Discipline**

**First Offense:** Upon notice, the President/Group Coordinator will investigate the complaint and if determined to be valid, will inform the coach verbally and via email of the complaint and warn the coach that a further incident will lead to a hearing before the ABBSBA Board. A record of the offense, the coach's name and the date is to be recorded.

### **Second Offense:**

- Upon notice, the President or Group Coordinator will investigate the complaint and if determined to be valid, will notify the ABBSBA Board of the second offense and ask for a hearing to consider a motion to remove the coach from the team.

- The President will call a special closed meeting of the ABBSBA Board and invite the involved coach and any complainants. All participants will have an opportunity to share information. A ballot vote will be conducted to consider removing the coach from the team.
- If a Head Coach is removed from the team, the President will appoint an Assistant Coach to act as Head Coach for the balance of the season.
- In addition to being banned from coaching, the offending individual is banned from attending any games for the remainder of the season.
- The ABBSBA President will file a report that details the process and explains the reasons for removal. This report will be included in the coach's file and will be shared with future board members and travel coach selection committees. The offending individual will be banned from coaching in subsequent years unless they bring a successful appeal before the Board.
- The offending individual may provide transportation for a player to and from games and practices, but is not to be within visual proximity of any games or practices. If the offending individual attends a game or practice in violation of the ban, the police are to be called for the purpose of removing the individual from the area.

## **Parent/Guardian Discipline**

**First Offense:** Upon notice, the President or Group Coordinator will investigate the complaint and if determined to be valid, will warn the offending party, verbally and by email, of the violation of this policy and the ramifications thereof.

### **Second Offense:**

- Upon notice, the President or Group Coordinator will immediately investigate and if the complaint is determined to be valid, upon written notice by registered mail shall suspend the offending party from attending any further ABBSBA events until a hearing can be conducted.
- The President or Group Coordinator will notify the ABBSBA Board of the second offense and ask for a hearing to consider a motion to suspend the offending party from attending further ABBSBA events.
- The President will call a special meeting of the ABBSBA Board and invite the offending party and any complainants. All participants will have an opportunity to share information. A vote will be conducted to consider banning the offending party from attending any further ABBSBA events for the remainder of the season.
- If banned from attending any further ABBSBA events, the President will file a report that details the process and explains the reasons for removal and notify the offending party of the ban and its terms via registered mail.
- During the period of the ban, the offending party may provide transportation for a player to and from games and practices, but is not to be within visual proximity of any games or practices. If the offending party attends a game or practice in violation of the ban, the police are to be called for the purpose of removing the individual from the area.

### **Further Offense:**

- Upon notice, The President or Group Coordinator will notify the ABBSBA board of the further offense and ask for a hearing to consider a motion to remove the offending party's player from the team.
- The President will call a special meeting of the ABBSBA board and invite the offending party, all parents/guardians of the involved player and any complainants. All Participants will have an opportunity to share information. A vote will be conducted to consider removing the player from the team.
- If the vote favors removal of the player the ABBSBA President will, file a report that details the process and explains the rationale for removal. This report will be included in the boards file and will be shared with future board members: and Notify via certified mail the offending party (and also the removed

player if the player does not reside with the offending party) of the removal, the basis of the ABBSBA Board's decision, and the terms of the removal.

- Any player that is removed from a team pursuant to this policy may apply for reinstatement in any subsequent season.

## **Ejections or Player Ineligibility:**

Any coach, player or fan ejected by an umpire during a game will be required to sit out and not physically be present during the remainder of the game of ejection, and pending board investigation further consequences could result.

## **Policies and Programs**

### **Anti-Harassment Policy**

No player shall engage in violent behavior toward another player because of their race, religion, sex, or ethnic origin, or engage in physical or verbal conduct related to another player's race, religion, sex or ethnic origin when the conduct:

- Creates an intimidating, hostile, or offensive team environment
- Substantially or reasonably interferes with a player's team participation; or
- Adversely affects a player's team opportunities.

Any player found to have engaged in such prohibited conduct shall be subject to disciplinary action up to and including suspension, removal from the association, and/or formal apology to the offended player(s). Head coaches are authorized to impose discipline; however, the Board of Directors is the only body that may remove a player from the association. Head coaches who impose game or practice suspensions must inform the Safe Sport Coordinator, who must then inform the Board. These notifications must be done as soon as practical.

### **Discipline Policy**

Player conduct, attendance for missing practices or games, swearing, attitude, and other minor items will be handled through team rules (which will be covered at the team meeting at the beginning of the season).

A Committee formed of the ABBSB President and Vice President, the sport Coordinator, and the Head Coach of the team will discuss any situation in where a player is ejected from a game, to determine if any further suspensions will be handed out in addition to what will come from the Leagues in which we participate.

### **Grievance Policy**

ABBSB provides an orderly procedure for the hearing and resolution of all problems, concerns, and formal grievances. The goal is to resolve issues at the most immediate level and in the fairest manner possible to all. The prime criteria in the resolution of any issue are what is best for the respective player, his or her team, and what is in the best overall interest of the ABBSB. Problems or concerns that have to do with the coaching of a team, such as playing time, positions, practices, etc. should be taken to the coach of the respective team. It is suggested that before any grievance is presented to a coach, a one-day cooling off period be observed. If the problem cannot be resolved at this level, the ABBSB sport coordinator/coaching coordinator should be contacted. At this point, all grievances must be submitted in writing.

If the issue is not settled by the sport/coaching coordinator and the immediate parties concerned or the issue falls outside of the normal scope of the coordinator, the issue should be presented in writing by the Grievant to the Board of Directors. All Grievances must be submitted within 21 days of becoming aware of the problem. A

grievance Committee will be formed comprising of the four (4) officers of the Board of the Directors or Directors substituting for an Officer if there is a clear conflict of interest as determined by the board. The Grievance Committee shall review the issue and interview the individual parties concerned for a period not to exceed 14 days from the date the written grievance was presented to the Board of Directors. Recommendations will be presented to the full Board of Directors at the next board meeting for review and action, if any. In extreme cases a special board meeting may be called by an Officer or Director. All Board decisions are Final, in regards to Grievance resolution.

If the grievance involves accusations outside the normal scope of the ABBSBA or are of a criminal nature, the proper authorities should be contacted before any grievance process begins.

### **Privacy Policy**

By registering your family as a member of the ABBSBA, you authorize the ABBSBA to use your child's name and or picture in articles and social media posts representing our association. You are agreeing to waive any claims against the ABBSBA, any board member, or any member of the ABBSBA.

We will keep all email information confidential. The ABBSBA will never rent or sell your email address to anyone.

### **Publicity and Marketing Policy**

All public announcements, mass e-mail, mass mailings, brochures, media communications, and other communications meant for public or media consumption made on behalf of ABBSBA must be approved by the President or his/her designee before being sent, printed, or disseminated.

No personal information or other data regarding a parent member or player in ABBSBA may be sold, given, traded, shared, or otherwise transferred to any other person, business, organization, or other entity without the approval of the ABBSBA Board. If the Board is approached for this data by a group or organization, the Board must notify the membership of the request and hold an open forum at the next regularly scheduled Board Meeting to allow time for the members to comment.

### **Social Media Policy**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras increase the risk for some forms of abuse or misconduct. As a result, the use of a mobile device's recording capabilities is permitted at any ABBSBA sanctioned event, provided that it may be acceptable to take photographs or recordings in such circumstances as a victory celebration, team party, etc. Where all persons are appropriately dressed and have been advised that photographs or recordings are being taken.

### **Vandalism Policy**

Players found to have been responsible for, or a party to property damage or vandalism at any of the publicly owned facilities that we use, will be subject to suspension and/or reimbursement for damages.

### **Volunteer Policy**

ABBSBA is a non-profit organization that relies heavily on volunteers to conduct the operations of the organization, off-set program costs, and meet local and league obligations. The hundreds of hours contributed by

volunteers each year make for a great baseball/softball experience for our athletes. We greatly appreciate our families, and those parents that have given and will give much more of their time than required. This policy will be developed to promote an equitable distribution of volunteer hours among our families.

Currently we will require each team to work a minimum of one game night in the concession stand. This does not mean the coaches will be working in the concession stand. We need the parents of the players to help with this commitment, the coaches already volunteer their time and talents. We will also require teams to help out in the stand during the tournaments that the ABBSBA will host. The shifts of concession stand hours will be posted on the website so parents can help whenever they are able, they can volunteer for any shift that is posted if they want to help out more. Volunteer help is always needed and appreciated, please contact any board member to find out what opportunities there are for you.

### **Zero Tolerance Drug Policy**

Continued participation in team activities under the auspices of the Annandale Baseball/Softball Association is contingent upon the strict avoidance of mood altering chemicals. Any player who is found to have consumed/used, possessed, sold, or furnished alcohol, tobacco, or controlled substances shall be subject to disciplinary action up to and including permanent suspension from all player activities under the auspices of the Association. A player's parent or legal guardian may be required to consent to the release of all relevant findings and reports held by school and or law enforcement agencies as a part of any hearing into alleged violations. Failure to release such information will be considered in the Board's disposition of the matter.

- First Violation—After confirmation of the first violation the player shall lose eligibility to play in the next 2 consecutive games or two consecutive weeks in the season whichever is greater.
- Second Violation—After confirmation of the second violation the player shall lose eligibility to play for the next 6 consecutive games or three consecutive weeks in the season whichever is greater.
- Third Violation—After confirmation of a third violation the player shall be removed from the team roster for the duration of the season. Refunds will not be given the player's family for fees paid for the season or tournaments that the player's family has already paid.

This policy is a general guideline to be used by the ABBSBA. This policy does not prohibit the ABBSBA Board of Directors from imposing more severe consequences if the situation dictates.

### **Duties and Responsibilities of Coaches**

- Coaches will be expected to understand the Handbook and be able to answer parent's questions pertaining to policies and procedures of the Association and have a good grasp on the rules of the sport, for the age level in which they are coaching.
- To help the sport Coordinator form teams once the evaluation process is complete.
- Will be expected to have age appropriate practice plans in place to help the players develop and understand the sport of baseball or softball.
- Conduct a parent-coach meeting at the start of the season to familiarize all parties with the handbook and set expectations for the parents, players, and coaches.
- All coaches must complete any trusted coach's modules required for their level of coaching prior to the first practice.
- Attend any of the pre-season coach's meetings for the Association or the League in which their teams participate.
- All coaches are expected to wear proper attire to all games and practices and proudly represent ABBSBA
- Coaches must always demonstrate a positive attitude towards officials, players, parents, and other coaches. Coaches must ensure the well-being of all players when they are on the field.

- Coaches must keep the appropriate Board Members informed about any code of conduct violations that might lead to discipline imposed by the Board.
- Make the season FUN for all involved to promote the sports of Baseball and Softball to our community and any community in which they play.

## **Placement of Players: Rules, Regulations and Evaluations.**

### **Playing Division:**

Annandale Baseball/Softball Associations are determined by the player's age of the cutoff date as mandated by the leagues in which we participate. Currently Baseball birthdate cutoff is April 30<sup>th</sup>, of the current year. Softball is December 31<sup>st</sup> of current year. Certain exceptions can be made, but ALL exceptions need to be approved by the proper sport coordinator before a player is placed on a team.

The current age levels are listed below with coordinating grade in which the player would usually fall during the current school year at time of registration.

### **Baseball:**

10U—Ages 8-10, Grades 4 and under, Any-one wanting to play younger than 8 needs to be approved by the sport coordinator before being placed on a team.

12U—Ages 11-12, Grades 5-6

14U—Ages 13-14, Grades 7-8

Jr Legion—Ages 15-16, Grades 9-10

Legion—Ages 16+, Grades 11+

### **Softball:**

10U—Ages 8-10, Grades 4 and under, Any-one wanting to play younger than 8 needs to be approved by the sport coordinator before being placed on a team.

12U—Ages 11-12, Grades 5-6

14U—Ages 13-14, Grades 7-8

16U—Ages 15-16, Grades 9-10

18/19U—Ages 19 and under, Grades 11+

### **Competitive Levels**

There are multiple competitive levels in which our association participates in. Teams will be placed in a level based on the number of participants at that level, and the skills of the participants at that level. We want to place all players at the level that gives them the best chance to grow their skills and confidence so that they have fun and want to play year after year. The ABBSBA Board of Directors along with the sport Coordinators will determine the competition level as they see fit. The Levels most played in are listed below.

Baseball:

All age groups in Baseball usually have at least one A level team and one AA team.

Softball:

10U is evenly split and no tiers are set. 12U and up have the option for a Tier 1(top skilled) team and a Tier 2(multiple skill levels) team.

The placement of players will be determined by multiple facets of evaluations, previous team experience, and number of participants to name a few.

### **Roster Size**

The number of players registered at each level will determine team sizing. After teams have been formed a player can still be added to a roster with approval from the Head Coach and the sport coordinator.

### **Placement of Players/Evaluation/Tryouts**

Placement of players will have multiple considerations. We will use an Evaluation process by age group to aid in the placement of players to the proper team for their success. Once registration is complete and we know the number of participants the Association will determine which age groups will need to have formal evaluations to aid in the formation of teams.

## **ABBSBA Tryout and Evaluation Procedures**

### **Evaluation Mission Statement**

The goal of the evaluation process is to ensure that each player in the Annandale Baseball/Softball Association (ABBSBA), is placed on a team of similar skill level to theirs to promote player development.

### **Objectives for the Evaluation Process:**

- To provide a fair and impartial assessment of a player's skills during the session(s)
- To provide uniformity and consistency in the evaluation process. Player and parent expectations are consistent from year to year as players move through the various levels of the association's program.
- To form teams to maintain balanced and competitive play where the players can develop and participate equitably and have fun playing during the summer season.

### **Parents and Players**

Parents/guardians will not be allowed in the areas that are designated for the evaluators. In the need to hold the evaluations in a gym the parents/guardians will not be allowed in the gym to watch for safety reasons, balls are being thrown and hit.

Any parent that does not want their player participating on a top level team can request an exemption. Such a request must be made prior to the conclusion of the evaluation session(s). In the event a player wishes to decline their placement after the conclusion of evaluations it must be approved by the ABBSBA President, Sport Coordinator, and the head coaches of the affected teams.

Parents that prefer siblings on the same team will result in placement at the participant's lower skill level team. i.e. Sisters try out for softball and one qualifies at Tier 1 and the other at Tier 2, both will be placed on a Tier 2 team.

## **Evaluations:**

**Evaluator Selection:** The Board of Directors will make a good faith effort to recruit evaluators that are knowledgeable in the sports of baseball and softball. Have coached at the level they are evaluating or higher. Player evaluation criteria may include, input from previous year coaching staff, attitude, is the player recognized as a “team player”, attendance reliability from previous year, and participation in off-season development programs.

Each level will attempt to have a minimum of 2 evaluators at every skill station. Coaches will be required to participate at the evaluation sessions by helping with skill stations but not being an evaluator for the level they are coaching.

**Evaluations Groups:** Dependent upon the number of players at each level. The evaluation process may include more than one group per level. This will be communicated by e-mail and posted to the website under the Tryout/Evaluations Tab.

- If multiple groups are needed at a level, the Tryout Coordinator(s) will assign players to the initial tryout groups alphabetically and similar in total number based on a player's last name, or by grade level to keep players in the same grade evaluated together.
- Groups assignments may change from day 1 to day 2 depending on needs of teams to be evaluated.

**Skill Assessment:** The goal of the skill assessments is to ensure that evaluators place each player in the appropriate level based on their current level of skill. Each evaluator will be provided a skill Assessment Sheet at the beginning of each session. The sheet will be approved by the ABBSBA Board of Directors, and will include a breakdown of the skills evaluated during the sessions. The skills will be weighted per the direction of the Board of Directors and will not always be the same across all age groups. Pitching and Catching will be evaluated separately during the evaluations process, and a player will not be required to participate in those stations, although it is strongly advised all players at least give it a try.

### **Team Selection/Placement:**

AA/Tier 1—To be placed on a top level team you must make at least 50% of the evaluation sessions. The Players ranked in the top 70% of the projected number of rostered AA/Tier 1 players are assured a top team placement. The AA/Tier 1 coach has discretion to complete their team roster with players from the rest of the pool, and will be approved by the sport coordinator/BOD prior to announcing teams. Only people that will be allowed to be present during the Team selection process are the Head Coaches, the sport coordinator and members of the BOD.

A/Tier 2—The A/Tier 2 teams will be formed with input from coaches and sport coordinator. They may or may not be perfectly, evenly divided. All reasonable efforts will be made to make sure players will be placed with at least another player in their grade.

**Buddy Request:** A buddy request, players wanting to play on the same team, will be accommodated as long as both families make the same request, in writing, prior to the Evaluation process beginning. Families making the Buddy request also agree to the placement of the players on the team of the lowest qualifying participant. For Example, player A and B's families request they are on same team. Player A qualifies for AA/Tier 1, Player B qualifies for A/Tier 2, both players are placed on the A/Tier 2 team. Once teams are posted no changes will be made, due to Buddy requests being honored.

**Attendance(Illness/Injury/etc.):** If a player cannot attend an evaluation session or sessions due to illness or injury, a physician's statement/slip is required for an excused absence. A school/club sport that may interfere with evaluations is an excused absence, but the families must contact the sport/tryout coordinator prior to the day of conflict. If a player fails to make 50% of the sessions, and they do not have excused absences they will not be eligible to make the AA/Tier 1 team.

If a player cannot attend 50% of the evaluation sessions, and they have obtained the proper excused absences they will be eligible to be placed on a top level team at the discretion of the Head Coach, Sport Coordinator, and the BOD.

No guarantees are given or implied that a player not participating in the evaluation sessions as expected will be placed on a top level team.

Other exigent circumstances precluding a player from attending any/all evaluation session(s) will be addressed by the ABBSBA President and the sport coordinator, who after consulting with the Head AA/Tier 1 coach, evaluators, and reviewing a player's previous team history, may deviate from this policy.

The sport coordinator will recommend to the BOD the number and size of the teams as well as the number of teams at each level of play. The sport coordinator along with the BOD will determine how the A/Tier 2 teams are rostered. Exceptions are allowed to accommodate coaching staff as long as player skills are similar.

**Evaluation Results:** Results will be posted with-in 72 hours of the completion of the evaluation process. Results will be posted on the ABBSBA website and an e-mail will be sent out to all the participants making aware of the posting. There is no specific order in the listing of the players on the roster, they will be in alphabetic order.

### **Parents Duties During Evaluations:**

Whether you realize it or not our kids feel the pressure of Evaluations. During the evaluation process it is important for parents to provide support and be positive. Tell your player that you are proud of them, do the best that they can, and have fun. There will be disappointments. As a parent you need to remember that the words you chose and feelings you reflect to your child will have lasting impact. Please be positive and not critical of the process. Criticism may be brought at a later time by following proper channels. In the meantime, your player must prepare to play the season on the team they were selected to be on. Please help them get off on the right foot.

### **Player Movement and Participation:**

The ABBSBA Board of Directors believes that players should play on teams with their classmates, as they move through the school system that is who they will be playing with until you reach the Varsity and JV levels. All efforts will be made to make sure players are placed on a team with at least one class mate. Due to birthdates player(s) will have the option to move up or down an age level, not necessarily dictated by grade, and parents are expected to notify the sport coordinator, or a member of the BOD if they would like their player to be considered for level not indicated by grade level or Birthdate. For example, a player will be entering the 7<sup>th</sup> grade but would still be eligible by birthdate to play on the 12AA/A team. The parent of said player would need to notify the sport coordinator to make sure the player is put in the evaluation group with potential team placement. If player does not make the 12AA team they would not be placed on the 13AA team either, they would have the options to play on a 12A team or the 14A team and play with their classmates.

All decisions on team placement are final once posted. Once having been selected to a team, a player may be moved only for extreme reasons. Both coaches involved, and the ABBSBA Board of Directors must all agree to the move. If any member of the groups is a parent, he or she is not eligible to participate in the decision.

### **Player Participation:**

Coaches of the ABBSBA traveling teams are expected to make a best effort to provide development opportunities for all players on the team. With the exception of those players who are being disciplined under the code of conduct or team rules, players will not be required to sit out any practices or games. Players on all teams during league play will be subject to the rules of that League and all efforts will be made to play everyone equally when possible. At the older age level's, 14AA and higher in Baseball, they will have substitution rules that have to be followed and it might not be equal for every game, but the coaches will make a good faith effort to get everyone involved when possible. Player positions will be at the coach's discretion, but it is expected that all coaches will give players the

opportunity to develop the skills needed to play. Players at the younger age levels will be expected to learn the game and all the positions, no one is deemed an outfielder/infielder only. They will be rotated and given the opportunity to play both infield and outfield. Skill is required for pitching, catching but players should be given the opportunity to try those positions as well.

## **Coaches Selection: Rules and Regulations**

**Coaches Committee:** The coaches Committee will consist of the following ABBSBA President and Vice President or other appointed ABBSBA Board Members and the Sport Coordinator, for a minimum of 3 people. No relative of an applicant may participate in the selection or voting for or against their relative.

**Criteria:** The Committee should consider NEW applicants on the following criteria.

- General coaching philosophy and willingness to perform within the ABBSBA guidelines.
- Willingness to put in the hours needed during the season to develop their team.
- Coach of the team for the previous year
- Experience as an assistant coach in the ABBSBA
- Experience as a coach in other baseball/softball programs.
- Feedback from parents regarding the coaches' history and coaching performance Coaches are selected for a one-year commitment
- Coaches will be selected prior to the evaluation process
- If a non-parent coach is selected for a team, they will be required to help as an evaluator so they can be part of the selection process of their team.
- AA/Tire 1 teams may have multiple people selected to coach, due to the circumstance that the 1<sup>st</sup> choice coach's player might not make the top level team. Just because a coach has been selected it does not mean their player will make the top level team. That coach will have the option to coach their player's team first.

## **Non-Parent Coaches**

In an effort to make non-parent coaching attractive, payment may be made to non-parent coaches based on the association's financial situation and at the discretion of the Board of Directors. Expenses include mileage and actual hotel expenses for out of town tournaments.

The Board will vote on this reimbursement program for non-parent coaches each year and must have the compensation limit set no later than the March Board Meeting.

## **Parent Coaches**

ABBSBA recognizes the Association contains many very qualified parent coaches and greatly appreciates all of the volunteer efforts of every head coach and assistant coach, parent, and non-parent. However, ABBSBA does not reimburse a parent head coach or parent assistant coach for expenses that they incur.

## **Equipment and Maintenance: Rules and Regulations**

Team equipment is selected for protection, appearance, and durability. Game jersey's issued by the ABBSBA should be worn for games only, not practices. The ABBSBA will provide at least one (1) set of age appropriate catchers gear for each team, all efforts will be made to accommodate sizing issues to get the proper gear so the catchers are protected when playing.

Practice and game balls will be provided to the coaches at the beginning of the year and along with all age appropriate equipment.

Coaches should inform the equipment coordinator if they are in need of any additional equipment during the season or if something is not safe and needs to be replaced immediately. Other equipment that will be available is bow nets, batting tees, and bats. Those will all be on a first come basis.

Fields must be raked around the bases after each and every time a field is used. Rakes will be on every field before the start of the season, if anything goes missing you will need to notify the field maintenance director so items can be replaced.

All Head Coaches will be given a ABBSBA padlock key so you will be able to access Association owned equipment for your use during games and practices.

### **Required/Recommended Player owned equipment:**

Required—Proper Fitting baseball/softball glove, proper pants for practice and games.

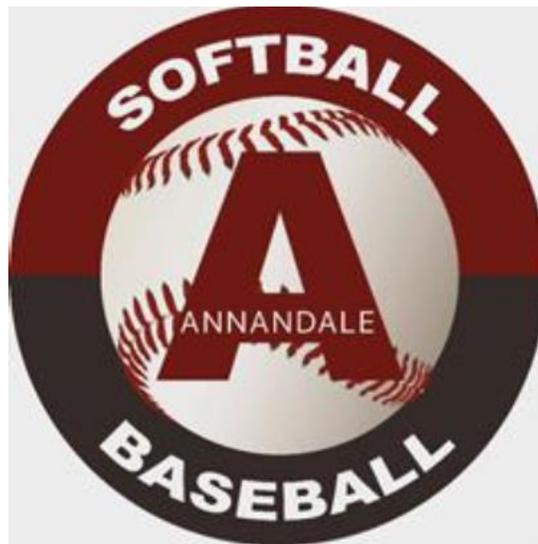
If you are playing school ball you will need to purchase the hat, pants, and belts for school ball and they will be used for the 13's and up for summer ball so you don't have to purchase different items.

Athletic supporter and protective cup for baseball is required.

Facemask for infield softball play is required.

Required to have your own proper fitting batting helmet.

# Annandale Baseball/Softball Association By-Laws



## **ARTICLES**

### **ARTICLE I Name:**

The name of this corporation shall be Annandale Baseball Softball Association.

### **ARTICLE II Purpose:**

The purpose of this corporation shall be to promote, sponsor, provide facilities for, and conduct a supervised program of baseball/softball training and competition for players for the purpose of making them better citizens and better sportsmen, and in the furtherance of aiding in their physical and mental development.

### **ARTICLE III Property/Ownership:**

No Member, Director, or Officer of this corporation shall have any right, title, or interest in or to any property of any kind owned by this corporation, nor any income or other funds received or held by this corporation.

### **ARTICLE IV Dissolution:**

Upon the liquidation or dissolution of this corporation or upon the abandonment of its purposes, none of the property of the corporation shall inure to the benefit of any member, director or officer, but all such property shall be transferred to such non-profit charitable, educational or other organizations qualified as tax exempt under Section 501 of the Internal Revenue Code as the Board of Directors shall then direct, subject to approval of a justice of the Supreme Court.

### **ARTICLE V Office:**

The registered office of the corporation shall be at the City of Annandale, County of Wright, State of Minnesota and the corporation shall have other offices at such places as the Board of Directors may from time to time determine.

### **ARTICLE VI Membership:**

The following shall be considered a member in good standing: Any parent or legal guardian who lives, or has kids attending school within School District #876, and is current with all financial obligations.

**ARTICLE VII Fiscal Year:**

The fiscal year of the corporation shall end on the 31st day of August of each year.

**ARTICLE VIII Meetings of Members**

*Section 1:*

Annual meetings of the members shall be held in September of each year, and at such time reports of the corporation's officers shall be presented and the election of new directors shall be conducted or otherwise concluded. The annual meeting will be held on the same date, time, and location as the September Board of Directors meeting.

*Section 2:*

Special meetings of the members, for any purpose or purposes, shall be called by the President, or shall be called by the Board of Directors, or at the request of five (5) members. Such call shall state the purpose or purposes of the proposed meeting. Written notice thereof shall be given to the members at least seven (7) days prior to the meeting. Notification via e-mail and posting on the ABBSB web site shall be considered sufficient written notice. Business transacted at all special meetings shall be confined to the purposes stated in the call.

**ARTICLE IX Nominations and Elections**

*Section 1:*

Nomination and Election Eligibility: In order to be eligible to vote, nominate someone, or hold a ABBSB Board position, you must:

- Be a ABBSB Association member in good standing as stated in Article VI; AND
- Be 18 years of age or older as of the date of the election; AND NOT
- Be eligible to run for a Board position, or be a Board member in any other baseball or softball association.

*Section 2 : Nominations:* The Board of Director nominations shall be held at the July meeting only.

Nominations will not be accepted after the July regularly scheduled Board meeting. Written or verbal nominations will be accepted. At the end of the July meeting, the list of nominees will be officially placed on the election ballot. Nomination reminders will be published in the July newsletter.

A written explanation as to why a nominee would like to be on the Board of

Directors should be included with the nomination, which will then be published in the July monthly newsletter. This explanation is not to exceed 1 page in length.

*Section 3:*

Election Ballots: ABBSB will provide official ballots. Ballots will be printed and included in the July newsletter. They will also be available at the August Annual meeting. Eligible voters may bring their ballots to the August Annual meeting, sign in and leave. The ballot will list all candidates. The candidate's names will appear in alphabetical order. A blank line at the bottom of the ballot will be for entering a write-in candidate.

**Absentee voting or voting by mail will not be allowed.**

*Section 4* : Valid Ballot: Only one vote per eligible voter is allowed. The following procedure will be used to complete all ballots:

- Print or sign your name on the voter list at the August Annual meeting. The election judge (appointed by the President) must initial your filled in ballot before you submit it into the ballot box.
- The number of candidate's voted for may not exceed the number of vacant positions. Selecting more candidates than there are positions open will result in the ballot being considered invalid and it will be destroyed. A ballot marked in a different manner than instructed will be considered invalid and will be destroyed.
- Completed ballots are to be deposited directly into the ballot box.

**\*\* SAMPLE BALLOT \*\***

ABBSB Election Ballot

Select up to Three (3) Directors by filling in the box next to their name

- Member A
- Member B
- Member C
- Member D

- Member E
- Member F
- Member G
- Write in Candidate(s):

*Section 5:*

Election Results: Ballots will be tabulated immediately after the August Annual meeting is officially closed. The President shall appoint 2 current Board members to tabulate the results. All candidates, or their designated representative, shall be allowed to monitor the vote counting process. All ballots shall be shown to those monitoring the vote counting process, although only the 2 current Board members appointed to tabulate the results may handle the ballots. Ties: A paper ballot by current and newly elected Board members will first decide a tied election result. If a tie still remains after this balloting, the Executive Committee will take a paper ballot. If a tie still remains, the current President shall appoint one nominee. (If the tie includes the current President, then the current Vice-President shall appoint one nominee.)

**ARTICLE X Board of Directors**

*Section 1:*

The property and business of this corporation shall be managed by its' Board of Directors, which shall be not less than five (5) in number nor more than nine (9). The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and such other Director or Directors. All Directors elected at the annual meeting of the members, by a majority vote, shall be entitled to serve for a term of three (3) years, but not more than 2 consecutive terms, or until his successor shall have been elected and qualified.

*Section 2:*

The regular meetings of the Board of Directors may be held at such times and place as may be

determined by the Board of Directors. Date, time, and location of regular meetings shall be given to the general membership through monthly meetings.

*Section 3:*

Special meetings of the Board of Directors may be called by the President in accordance with Article VIII, Section 2.

*Section 4:*

At all meetings of the Board of Directors, a majority of the directors, shall be necessary and sufficient to constitute a quorum for the transaction of business, and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Board of Directors.

*Section 5:*

The Board of Directors may from time to time determine the order of business at their meetings. The usual order of business at their meetings shall be as follows:

- The meeting is called to order by the President at the time and on the date of the meeting
- Roll call - Quorum being present, the meeting proceeds with business.
- Read by Secretary of minutes of previous meeting and their consideration and approval.
- Report of officers.
- Report of committees.
- Consideration of communications.
- Unfinished business.
- New business.
- Adjournment.

*Section 6:*

In addition to the powers and authorities conferred upon them by these Bylaws, the Board of Directors shall have the power to do all lawful acts of necessary and expedient to the conduct of the business of this corporation, that are not conferred upon the members by these Bylaws, or by the Articles of Incorporation, or by statute.

*Section 7:*

Roberts Rules of Order shall govern the proceedings of all meetings of the corporation in each constituent part, except as provided in this Handbook. Only the Board of Directors may make motions and vote; the general membership may express concerns and ideas and be involved in the discussion process.

*Section 8:*

Annandale Baseball Softball Association Board of Directors is held non-labile pursuant to state laws.

**ARTICLE XI Officers**

*Section 1:*

The corporation shall have at least four (4) officers who shall be the President, Vice President, Secretary and Treasurer, no two of which officers may be held by the same member. The Board of Directors shall elect said officers.

*Section 2:*

The Board of Directors may appoint such other officers and agents as it shall deem necessary, from time to time, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

*Section 3:*

The President shall be the chief executive officer of the corporation: President shall preside at all meetings of the members and directors; President shall have general active management of the business of the corporation, and shall see that all orders and resolutions of the Board of Directors are

carried into effect. President shall execute all bonds, mortgages and other contracts. President shall be ex-officio a member of all standing committees, and shall have the general powers and duties of supervision and management usually vested in the office of the President of a corporation.

*Section 4:*

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and shall perform such other duties as the Board of Directors shall prescribe.

*Section 5:*

The Secretary shall attend all sessions of the Board of Directors and all meetings of the members and record all votes and minutes of all proceedings in a book kept for that purpose; and shall perform like duties for the standing committees where required. The Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or President, under whose supervision the Secretary shall be.

*Section 6:*

The Treasurer shall have the custody of the corporate funds and securities and shall keep full and accurate account of receipts and disbursements in books belonging to the corporation and shall deposit all monies, and other valuable effects in the name and to the credit of the corporation, in such depositories as may be designated by the Board of Directors. Treasurer shall disburse the funds by the corporation as may be ordered by the Board of Directors, taking the proper vouchers for such disbursements, and shall render to the President and Directors, at the regular meeting of the Board of Directors whenever they may require it, an account of all transactions as Treasurer and of the financial condition of the corporation.

*Section 7:*

If the office of any director or any officer or agent becomes vacant by reason of death, resignation, retirement, disqualification, or removal from office or otherwise, the directors then in office, although less than a quorum by a majority vote, may choose a successor or successors who

shall hold the office until the next Annual membership meeting.

*Section 8:*

The Board of Directors may by unanimous affirmative action of the entire Board of Directors, designate the officers of the Board of Directors to constitute an executive committee, which, to the extent determined by unanimous affirmative action of the entire Board of Directors, shall have and exercise the authority of the Board of Directors on the management of the business of the corporation. Any such executive committee shall act only in the interval between meetings of the Board of Directors, and shall be subject at all times to the control and direction of the Board of Directors.

**ARTICLE XII Committees**

Committees shall be authorized by the Directors to serve at the pleasure thereof. The chairman of the committee may appoint or remove members thereof on subcommittees and name their chairman. The budget of any such committee or committees shall be submitted to the Board of Directors for approval and authorization.

**ARTICLE XIII Books and Records**

Members shall be permitted to inspect the books of the corporation at reasonable times.

**ARTICLE XIV Audit of Books**

The Board of Directors shall designate a competent person to audit the corporation's books prior to the transfer of the books of account to the new Treasurer.

**ARTICLE XV Amendment of Articles and Bylaws**

The Articles of Incorporation and these Bylaws may be amended or altered by a majority vote of the membership present at the Annual Membership meeting, or at a special general membership meeting given with proper legal written notice and being published in the monthly newsletter.

**ARTICLE XVI BYHA Member Handbook**

The ABBSB Member Handbook will provide the framework and guidelines for the day to day business of the Association. The Board of Directors may make revisions and additions to the handbook as they deem necessary. All changes will be published in the monthly newsletter.

**Mailing Address of Association:**

**Annandale Baseball/Softball Association**

**PO Box 755, Annandale MN, 55302**